

Explanation for Completing Resale Clothing Form

Deadline for mailed submissions is January 09, 2027

Deadline for online submissions is January 16, 2027

Please send completed online form (Excel worksheet format only) to: midwinterresale@yahoo.com

Column A: Vendor Name: Examples: Carol Moore C. S. Moore Salem Swingin' Stars

Please put your name or your Club name Carol S. Moore C. Susan Moore Chaps & Petticoats

Column B: Alternate Lookup: Includes 1st initial, middle initial and last name plus item number. Each item must have its own number.

Example: csmoore0001	SSS001	c&p0001
csmoore0002	SSS002	c&p0002
csmoore0003	SSS003	c&p0003

Column C: Quantity: This is a closed column. It will always be "1". Examples: Even if you have 5 ties in a bundle it is 1 item - one. Say, 3 belts in a bundle, it is 1 item – one. 1 Blouse, 1 Shirt, 1 Skirt, 1 Skirt/Blouse Set, 1 pair of shoes, etc.

Column D: Category: Pettipants, blouse, skirt, dress, shirt, men's pants, belt, shoes, petticoat, etc.

Column E: Color(s): This is self explanatory. *Each color description must be unique to the item submitted.* Add a number after the color if you have more than one item of the same color –for example Blue 1, Blue 2, Dark Red 1, etc.

Column F: Size: For example – 7M, small, medium, large, x-large, 42x30, etc.

Column G: Description: If the item is a set, list what is included. For example: two piece skirt & blouse, dress w/belt, 10 ties assorted colors, 6 belts, pair of shoes, etc. If possible include the manufacturer name (H Bar C, Pitchfork, Malco Mode, Coast, Cinch, Wrangler, Roper, etc.) for the item. If you do have very similar items please ensure the descriptions are unique for each item submitted.

Column H: Price: Please keep prices in whole dollar amounts **ONLY**. If you have items less than \$1.00 please group them.

Column I: Donate or Return: If you want the item returned please write – **return**. If you do not want the item returned to you please write – **donate**.

Please ensure that we have your correct name, mailing address, phone number and email address.

Note: When you are filling in the form please do not put more than 25 items per sheet and no more than 4 sheets per submission. The download will include 4 sheets in an excel worksheet format. You can make more than one submission. Remember to use the same name and alternate lookup if you do more than one submission. Keep a copy for yourself and bring it with you when you bring in your items to be tagged.

Contact: Sheila Machado, cell: 503-884-0158, sheilainsalem@hotmail.com with any questions.